



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

AFYB-CS

23 June 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 4th INF DIV (M) Memorandum of Instruction (MOI) for Equal Opportunity (EO) Special/Ethnic Observances

1. References:

- a. AR 600-20, Army Command Policy
- b. III Corps and Fort Hood Regulation 600-21
- c. 4ID Regulation 600-21

2. Purpose: Commemorations/ethnic observances are conducted to recognize the continuous achievements of all Americans to increase awareness, mutual respect, and understanding. They are designed to enhance cross-cultural and cross-gender awareness and promote harmony among all military members, their families, and the civilian work force.

3. Background: Observances are held annually in support of Joint congressional Resolution, Presidential Proclamation, and achievements of all groups that comprise the society of the United States. 4th Infantry Division (M) conducts eight observances as published in 4ID Regulation 600-21. The five major subordinate commands in 4th Infantry Division at Fort Hood each host one observance every year and the Division EO Program office, along with the soldiers in 4ID Headquarters and in separate commands, conducts three observances. Units conduct the same observance every year, however, most of the themes change annually.

4. Duties and Responsibilities: Below list the unit assigned responsibility to host the observance and the timeframe that it must be conducted. Commanders will publicize the cultural/ethnic event in multiple media sources, such as Phantom Distro, *Sentinel*, flyers, bulletins, to provide the widest dissemination possible. Some of the committees you may wish to consider for organizing the event are scheduling, planning, finance, publicity, education, luncheon/banquet, and protocol.

- a. National Native American Indian Heritage Month: 1-30 November – *1st Brigade*
- b. Martin Luther King, Jr. Birthday: 3rd Monday in January – *Division EO*
- c. African-American/Black History Month: 1-28 February – *4th Brigade*
- d. Women's History Month: 1-31 March – *DISCOM*
- e. "Days of Remembrance" for Victims of the Holocaust: 15 April-15 May – *DIVARTY*
- f. Asian Pacific Heritage Month: 1-31 May – *2nd Brigade*
- g. Women's Equality Day: 26 August – *Division EO*
- h. Hispanic Heritage Month: 15 Sep – 15 Oct – *Division EO*

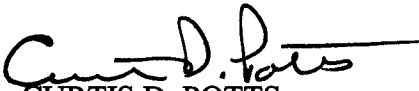
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5. Guidelines: Observances should promote understanding, teamwork, harmony, pride, esprit de corps for all in attendance, not just the specific group being honored. I will personally approve of the guest speaker for all Division level EO observances. The guest speaker should tie his or her theme to a military event, distinguished unit, or person when possible. Use of the 4ID band and other mediums of entertainment is highly encouraged, however, the primary focus will be to educate the audience. Likewise, cuisine will not be used as a sole educational source for an event. The entire event from start to finish should not exceed 90 minutes if it is a luncheon and 60 minutes for non-meal events. There is a cap on fees paid to guest speakers; government employees are prohibited from accepting a guest speaker fee, however, they are entitled per diem, transportation, and lodging cost.

6. Point of contact for questions and assistance is the 4ID EO Program Manager at 287-3087.

FOR THE COMMANDER:


CURTIS D. POTTS
Colonel, GS
Chief of Staff

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